



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

APRIL 18, 2012

#37-12

VACANCY ANNOUNCEMENT

DEPARTMENT: TRIBAL GAMING AGENCY

JOB TITLE: COMPLIANCE AUDITOR

SALARY: \$45,000 ANNUALLY

CLOSING DATE: MAY 5, 2012

INTRODUCTION: The incumbent is responsible for the design, development, implementation, execution and reporting of administrative, fiscal and operational audit systems and programs of the Gaming Operations to assure the Colorado River Indian Tribes' assets are protected. Responsible for the compliance inspection of all slot machines operated by the Gaming Operation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Supervises and assigns work related tasks to the Machine Compliance Technician.
2. Conducts periodic inspections of the financial records of the Gaming Facility to verify the accuracy and reliability of the information and that the facility is in compliance with the CRIT Gaming Code and Compact.
3. Conducts periodic audits of the gaming devices daily reports to check for consistency and reasonableness.
4. Perform a review of the Gaming Operation Internal Control Policies and Procedures for administrative, fiscal and operational functions as established and approved by the Gaming Agency, assessing any weakness or potential problems and establish a corrective action plan.
5. Responsible for determining that the Gaming Facility is operating within the guidelines Ordinance and the Compact.
6. Prepare and present a weekly report covering activities and findings to the Executive Director or Designee.
7. Prepare and present a monthly report to the Executive Director or Designee on all financial aspects and findings of the gaming operations.

8. Develop and establish procedural guidelines for the conduct of audit systems and physical inspections to ensure the integrity of the financial information and otherwise, and the operational efficiency of the facility.
9. Prepare and maintain acceptable documentation of information collected and analyzed using a format such as financial audit working papers.
10. Interact with independent public auditors that perform financial audits of the Gaming Facility in order to be knowledgeable about the finding and action plan.
11. Investigate issues or complaints as instructed by the Executive Director or Designee and provide written documentation of the findings.
12. Conduct all aspects of the position within applicable rules and regulations of the Gaming Code and the Compact while maintaining strict confidentiality.
13. Communicate efficiently and effectively both verbally and written.
14. Establish and maintain good working relationship with other individuals of varying social and cultural backgrounds.
15. Ensures the conducting of inspections of the Gaming Facility to comply with the Health Code, Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Fire Code to ensure the health and safety of patrons and employees.
16. Perform other related duties as required by the Executive Director or Designee.
17. Establishes and maintains good working relationships with all Agency personnel.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER JOB CHARACTERISTICS:

1. Ability to analyze information;
2. Knowledge in the sources of information and laws governing the use of that information;
3. Knowledge of other departments in the organization, to understand procedures used and recommend changes when necessary;
4. Able to communicate effectively with Tribal Gaming employees;
5. Possess basic typing skills of 45 WPM and basic filing skills;
6. Applicant will handle highly confidential information and be bound by a Confidentiality Agreement.
7. Physical and emotional condition adequate to meet the demands of assigned duties.
8. By signing an Alcohol and Drug Policy, the applicant must agree to maintain an Alcohol and Drug-Free Workplace as a condition of employment with the Colorado River Indian Tribes.
9. Applicant tentatively selected for this position may be required to submit to a drug test for illegal drug use prior to appointment.
10. Preference is given to qualified members of the Colorado River Indian Tribes.

QUALIFICATION:

1. Bachelor Degree in accounting, finance, business administration or operations management.

2. Certified Public Accountant (CPA) credentials preferred, but not required.
3. Three (3) years experience performing fiscal, administrative or operational analysis and audits.
4. Two (2) years of work experience involving statistical sampling and drawing inferences.
5. Must have complete understanding and knowledge of all Class II and Class III games.
6. Must have complete understanding and knowledge of the Tribal Gaming Code, State Gaming, Policies and Procedures of Gaming and the management concepts of gaming.
7. Must meet Tribal Gaming Licensing and/or State Certification requirements.
8. Must have a valid Arizona Driver's License and provide proof of past driving record from the Department of Motor Vehicle for the past three (3) years.
9. Combinations of work experience may be utilized in fulfilling the job requirements.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.

